



Financial Officer (Part-time)
Effective Start Date: Spring 2021

Job Summary:

The Financial Officer provides financial administrative support and reports to the Business Manager.

Essential Functions:

- Responsible for the following financial tasks for the School Business Office:
 - a. Accounts Receivable:
 - 1) Deliver deposits to banking facility. Process remote deposit to bank.
 - 2) Prepare and record all deposits to Operating, Restricted, Designated, Permanent Endowment and any other accounts
 - 3) Maintain files for completed deposits.
 - 4) Assist in re-enrollment student contract process.
 - 5) Communicate with parents regarding tuition and incidental billing.
 - b. Accounts Payable:
 - 1) Review and validate invoices for payment on a weekly basis. Obtain approvals on all invoices for payment.
 - 2) Prepare accounts payable into accounting software.
 - 3) Provide payable purchase order or request for payment for Business Manager to review and approve.
 - 4) Provide list(s) of weekly payables.
 - 5) Prepare printed and signed checks for mailing.
 - 6) Generate paid invoices file for online positive pay transmission to the bank.
 - 7) Maintain vendor files for paid invoices.
 - 8) Verify that all recurring expenses (such as utilities and insurance) have been paid each month.

- Responsible for Business Office Support, including:
 - a. Perform research and provide reports for Business Manager regarding contributions, payments, budgets, etc.
 - b. Process payroll when Business Manager is out of the office.
 - c. Update personnel files.
 - d. Gather information for 1099 Independent Contractor reporting to IRS.
 - e. Assist in open-enrollment benefits process with staff and faculty.
 - f. Assist Business Manager with the preparation of the annual audit report.
 - g. Assist Business Manager and Auditor with requested receipts, expenditures, reports, statements, etc.
- Perform any and all other duties as may be assigned.

Minimum Qualifications:

- Previous accounting or finance experience preferred.
- Prior experience in school/church office administration preferred but not required.
- Computer proficiency.
- Proficient in the use of QuickBooks, Excel, FACTS / Renweb School Management, Paychex, and other accounting/financial software.

Core Competencies

- Excellent written and verbal communication skills.
- Outstanding organizational skills (gather and organize resources; multi-task; utilize resources effectively and efficiently).
- Strong ability to collaborate, demonstrate empathy, work well with others, and maintain a positive work environment.
- Exceptional work ethic.